ICCW INTERAGENCY COMMITTEE FOR CHANGE BY WOMEN

POSITION DESCRIPTION: CHAIR

- Each August, determines which agencies need new representatives, writes each applicable agency director to request appointments, follows up on requests, and files appointment letters with the Governor's Office. Files resignations and new appointments with Governor's Office throughout the year. Sends appointments and changes to secretary for inclusion in the membership roster.

- Organizes and leads monthly planning subcommittee and committee of the whole meetings.

- Drafts agendas for planning subcommittee and committee of the whole meetings and distributes in a timely manner.

- On an almost daily basis, answers or directs e-mails and phone calls from state agencies and employees, the general public, and ICCW members regarding ICCW general information and specific activities, current events, and history.

- Operates within the parameters of the bylaws, and upholds and enforces the bylaws.

- Obtains a new Executive Order from the Governor upon expiration of existing Order or election of a new Governor.

- Keeps Governor's Office informed of ICCW activities.

- Delegates duties and tasks to ICCW officers or members as appropriate and necessary.

- Tracks and follows up on delegated tasks and events.

- Attends ICCW-sponsored activities and events during and outside of normal business hours (e.g., brown bag lunches, meet and greets, candidate forums).

- Supports and remains informed about subcommittee activities, and makes suggestions as appropriate. Attends subcommittee meetings as able.

- Keeps a copy of subcommittee goals and maintains subcommittee members list.

- Manages the ICCW e-mail distribution list.

- Approves e-mails before being sent to the ICCW e-mail distribution list, and all materials for MINE and the ICCW website.

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- Reviews ICCW website for accuracy and organization.

- At end of term, assists incoming chair with the transition.

- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.